

Setup and Decorating

[Please read all rental information and the rental agreement for a complete understanding of setup and decorating options and policies.](#)

- ◆ The maximum capacity for the entire barn is 200 people. The Main Hall, including the dance floor, can seat 150 using a combination of both rectangular and round tables and the benches for seating. Food/beverage tables would need to be in the lower level. The Lower Level foyer or the Meeting Rooms can seat up to 50 additional guests.
- ◆ You will not be allowed to enter the facility prior to your rental start time. Plan at least two hours for vendor setup and decorating. All items must be delivered to and removed from the building during your rented time.
- ◆ The City of Lenexa will set up tables and chairs indoors one time. There are 24 five-foot diameter round tables, 30 six-foot rectangular tables, six 30-inch diameter high-top tables, and 200 black folding chairs. Be sure to count all tables/chairs when drawing your setup. You are responsible for outdoor setups/takedown and room changeover after an indoor ceremony.
- ◆ Thompson Barn chairs can be used on the patio, but you must rent chairs for Chamber-ground ceremonies.



Prohibited: Table skirts with adhesives.

- ◆ **DO NOT move benches** in Main Hall. Rectangular tables will slide over the top of the benches.
- ◆ The dance floor is a 16ft x 36ft area at north end of the Main Hall, which can be used for the ceremony and head tables during the reception. Renter is responsible for breaking down tables/chairs for the dance.

Prohibited items per fire code: Open-flamed or smoke devices including, but not limited to fire pits, sparklers of any kind, candelabras, taper candles, flambé, paper lanterns, smoke machines, etc.

- ◆ Wax candles may be used as center pieces and must be in containers with the flame at least one inch below the enclosure top. Electric (LED) candles may be used on the stairs, floors or wall ledges but must be in wooden, metal or plastic holders. **Prohibited:** Wax candles and glass holders on the stairs, floors or wall ledges.
- ◆ **Balloons and bistro/holiday lights** must be tied with string, zip ties, pipe cleaners, or twine/rope. Lights can be strung across the width of the Main Hall and must be tied off on the second rung of the rafters at the sides of the room. **No items may be hung from the ceiling.** Balloon must be deflated/popped inside a garbage bag.

Prohibited items: nails, staples, screws, cellophane, adhesive materials, including Command Hooks, fiber optics, glitter, silly string, sequins, bubbles, throwing rice. See rental agreement for full list.

- ◆ **Flower Petals:** artificial may be used *indoors only*; fresh/dried may be used *outdoors only*.

Renter Name: _____ Event date/time: _____

Loading ramp (outside)

Emergency Exit

38ft

A/V

Screen

60ft

Do NOT move benches.

Thompson Barn
Main Hall

Banquet - 150 max
(additional seating on lower level)

Ceremony:
Setups vary depending on number of guests. Please visit with staff for options.

Classroom -75 max
25 rectangular tables
75 chairs facing front

Auditorium
200 max chairs only

Tables & Chairs available for Entire Barn. Do not exceed amount. Renter is responsible for room flip.

30 - 6ft rectangular tables
(6 chairs per table)

24 - 5ft round tables
(8 chairs per table)

6 - D30in x H42in
high-top tables

Include room for chairs and aisles. Use scale size below when drawing setup.



NO TABLES

OR CHAIRS

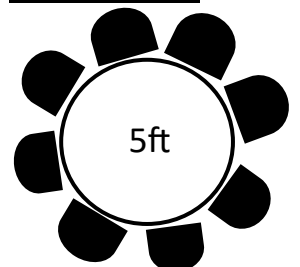
IN THIS AREA



Elevator

Stairs
19 Steps

Storage



Please label tables, e.g. Food, Head Table, Gifts, # of Chairs, Keg, etc.

Thompson Barn—Main Hall Ceremony & Reception (requires room flip)

128 Chairs

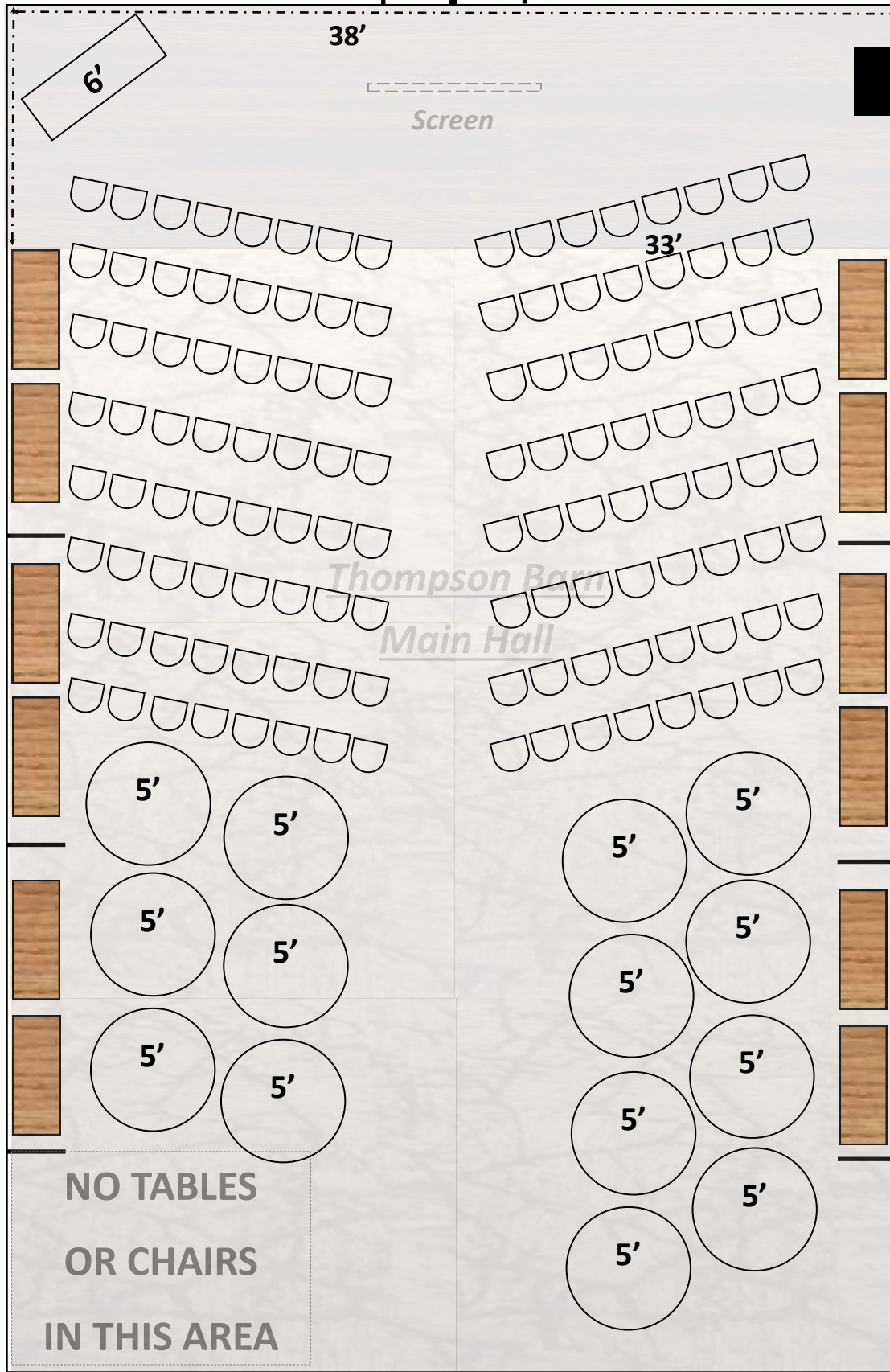
16 Round Tables
(14 tables set up prior to ceremony)

Cake/DJ Table

Additional tables and chairs can be set up after the ceremony by renter.

60'

Do Not Move Benches.



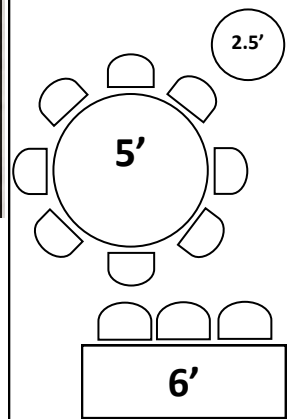
**NO TABLES
OR CHAIRS
IN THIS AREA**

Elevator

Stairs

Storage

Please label tables, e.g. Food, Head Table, Gifts, # of Chairs, etc.



Thompson Barn—Main Hall-Auditorium Seating

- 192 Chairs
- Presenter Table
- Lectern
- Refreshment / Check-in Tables

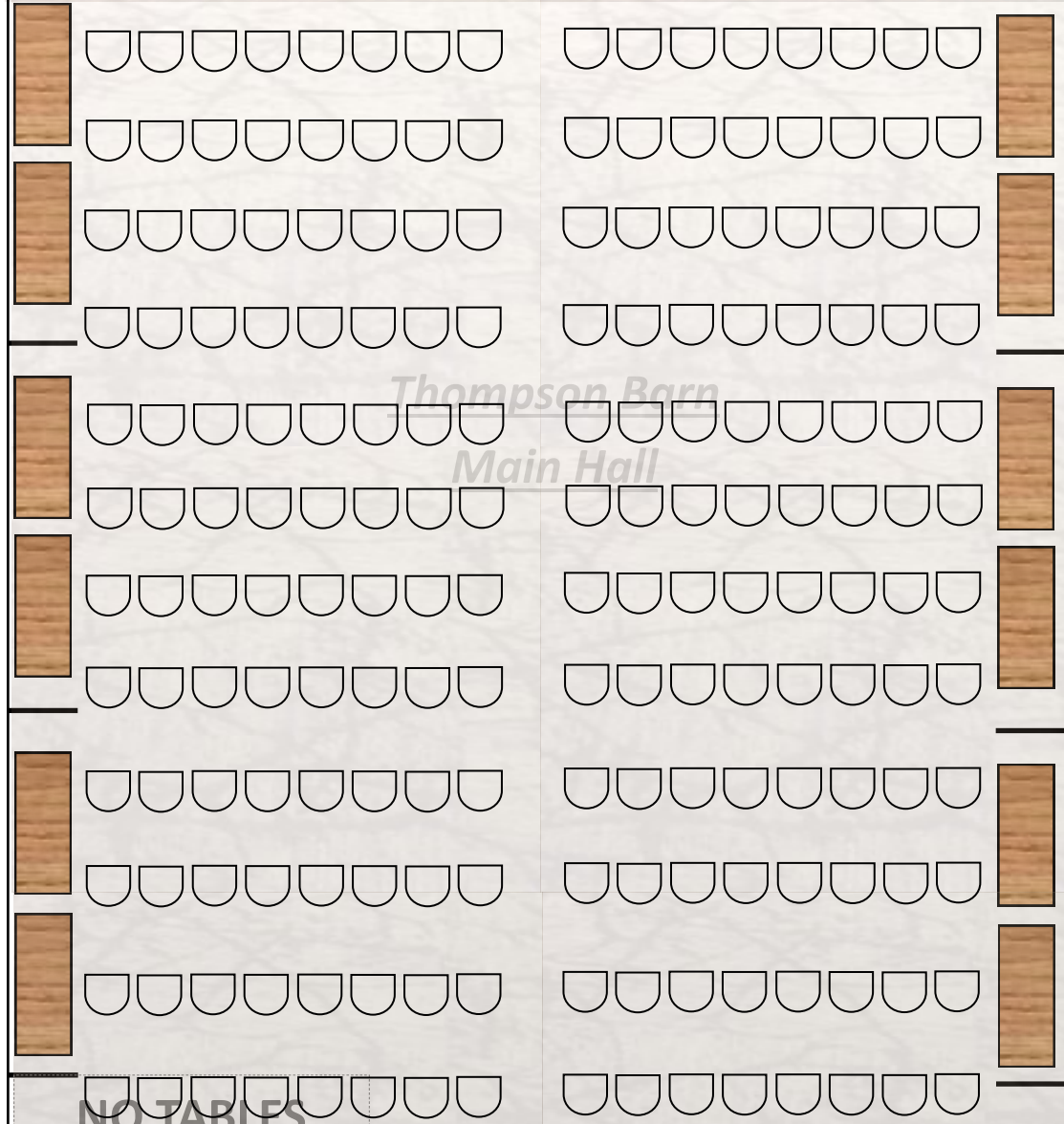
Do Not Move Benches.

60'

38'

6'

Screen



**NO TABLES
OR CHAIRS
IN THIS AREA**

6'

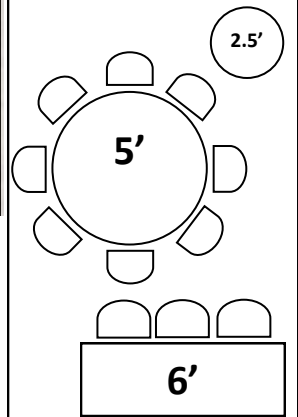
6'

Elevator

Stairs

Storage

Please label tables, e.g. Food, Head Table, Gifts, # of Chairs, etc.



Thompson Barn—Main Hall—Party

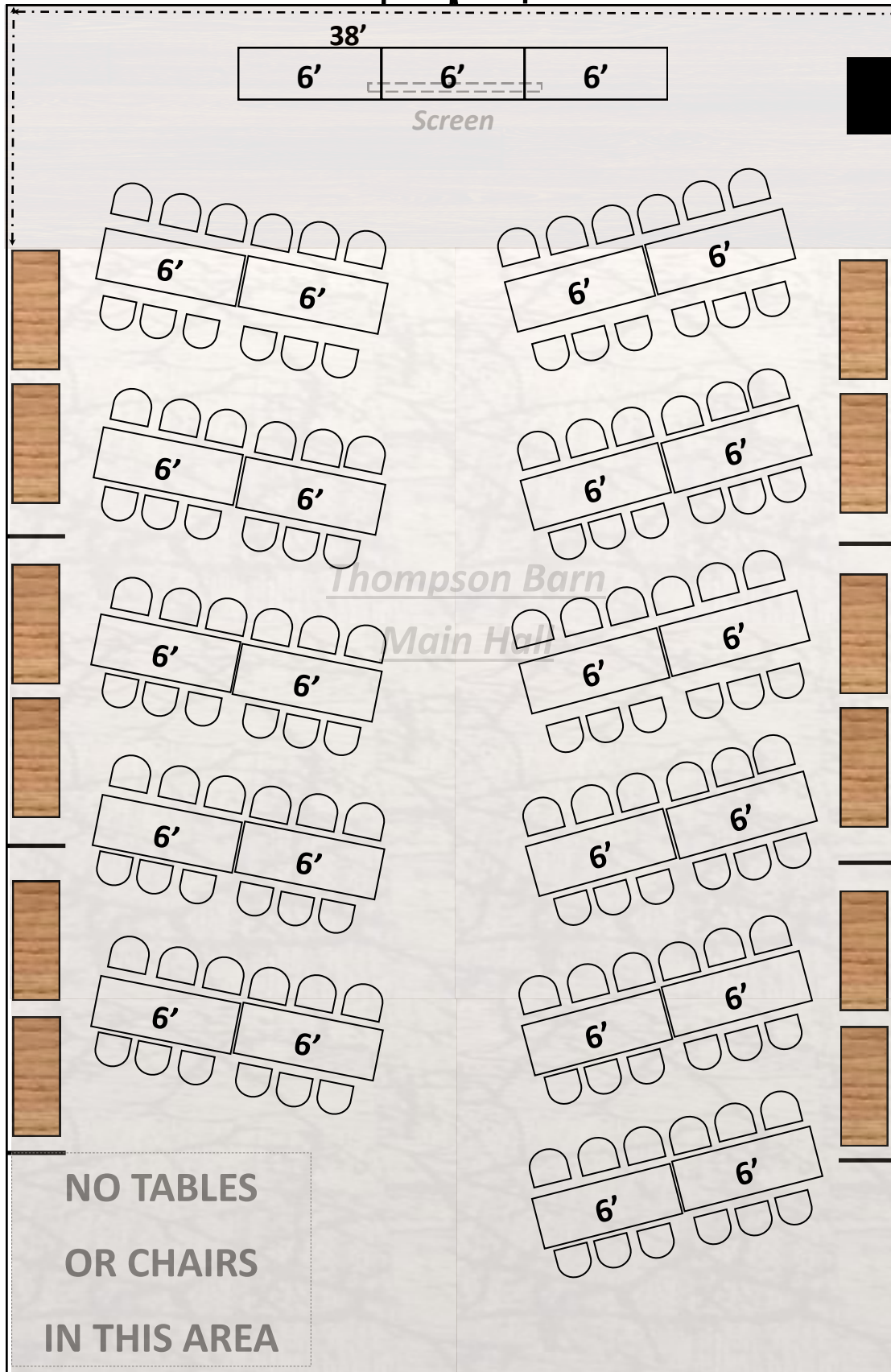
132 Chairs

22 Tables

**Food/Beverage
Tables**

60'

Do Not Move Benches.



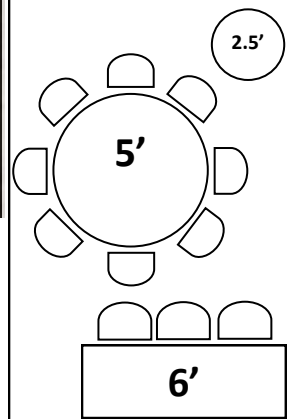
**NO TABLES
OR CHAIRS
IN THIS AREA**

Elevator

Stairs

Storage

*Please label tables, e.g. Food, Head
Table, Gifts, # of Chairs, etc.*



Thompson Barn—Main Hall Classroom Seating

25 Tables

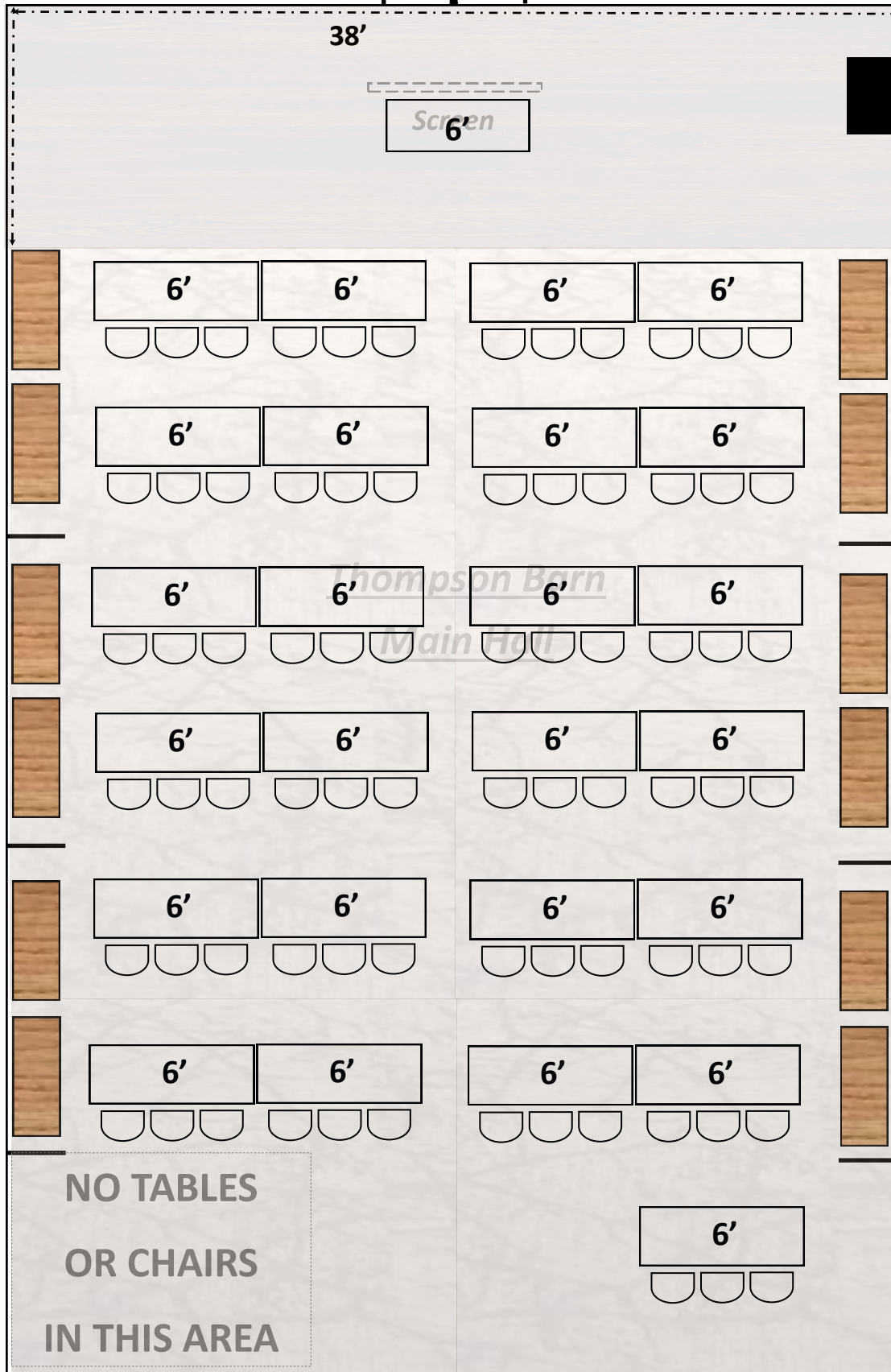
75 Chairs
(3 chairs / table)

50 Chairs
(2 Chairs / table)

Presenter Table

60'

Do Not Move Benches.



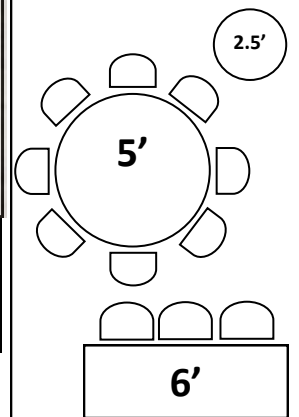
NO TABLES
OR CHAIRS
IN THIS AREA

Elevator

Stairs

Storage

Please label tables, e.g. Food, Head Table, Gifts, # of Chairs, etc.



2.5'

5'

6'

Thompson Barn—Main Hall Reception for 154

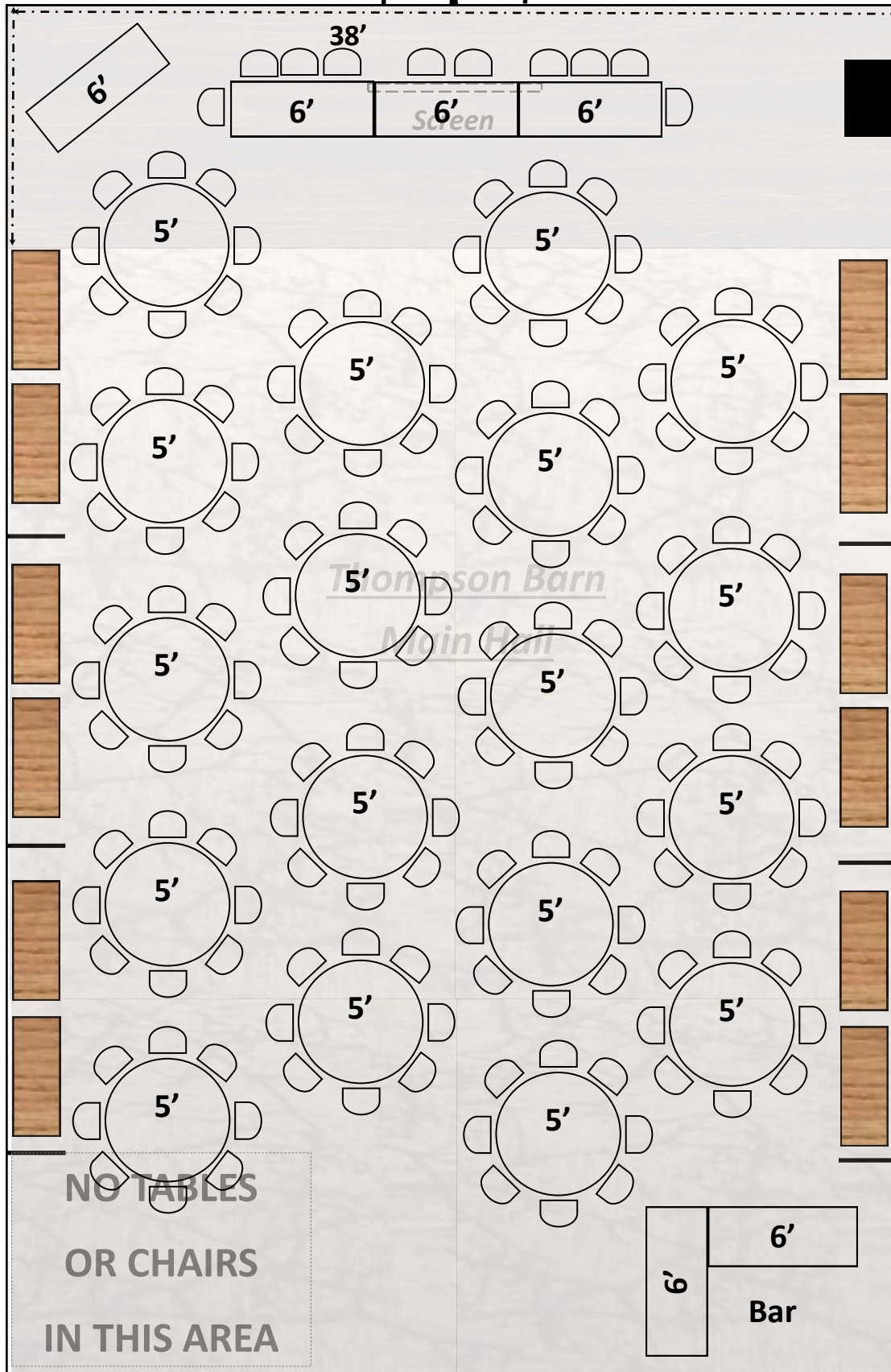
18 Round Tables
144 Chairs

Head Table
10 Chairs

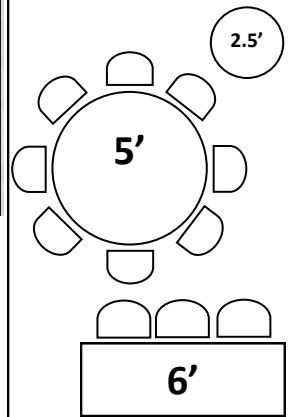
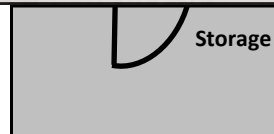
Bar/Cake
Tables

60'

Do Not Move Benches.



NO TABLES
OR CHAIRS
IN THIS AREA

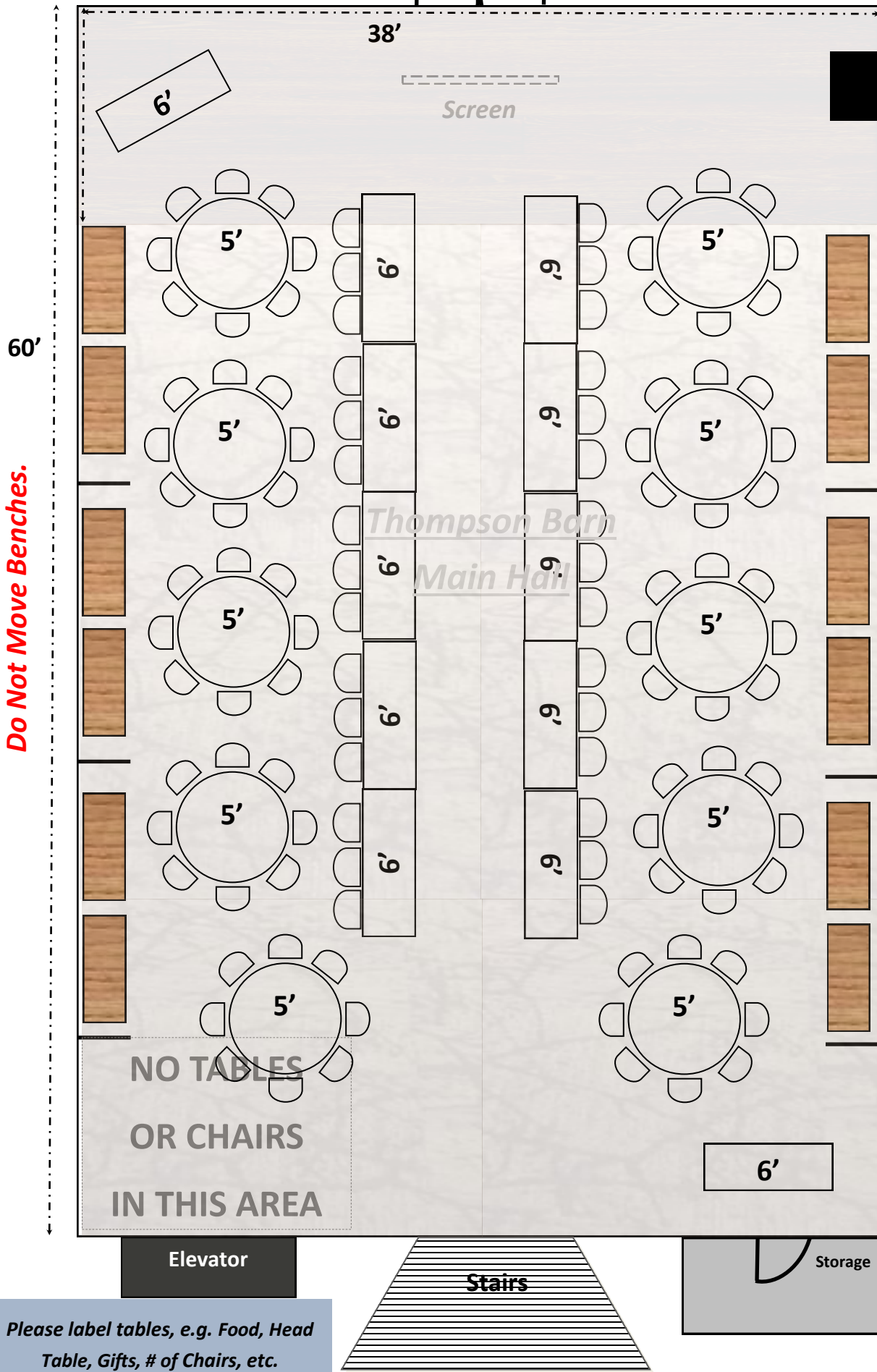


Elevator

Stairs

Please label tables, e.g. Food, Head Table, Gifts, # of Chairs, etc.

Thompson Barn—Main Hall Ceremony (Reception—next page)



Do Not Move Benches.

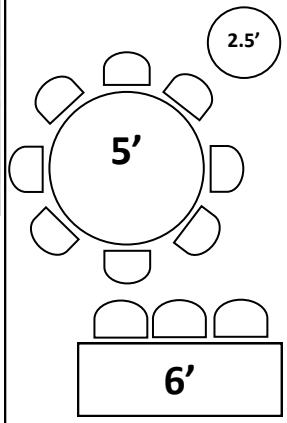
**10 Round Tables
80 Chairs**

**10 Rectangular
Tables
60 Chairs**

**Bar/Cake
Tables**

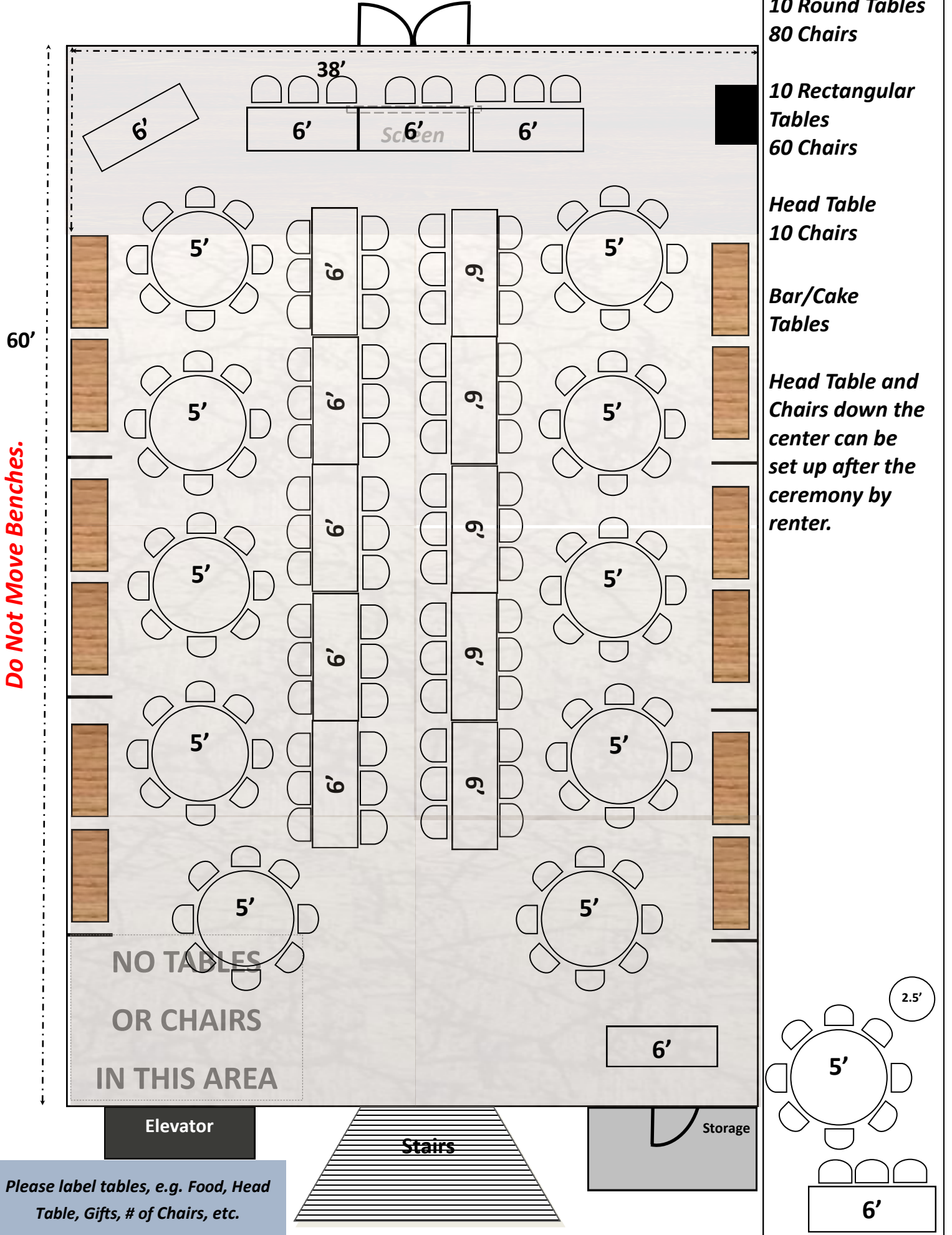
**Head Table and
Chairs down the
center can be
set up after the
ceremony by
renter.**

**NO TABLES
OR CHAIRS
IN THIS AREA**



Please label tables, e.g. Food, Head Table, Gifts, # of Chairs, etc.

Thompson Barn—Main Hall Reception 150 (Ceremony-previous page)



**10 Round Tables
80 Chairs**

**10 Rectangular
Tables
60 Chairs**

**Head Table
10 Chairs**

**Bar/Cake
Tables**

**Head Table and
Chairs down the
center can be
set up after the
ceremony by
renter.**

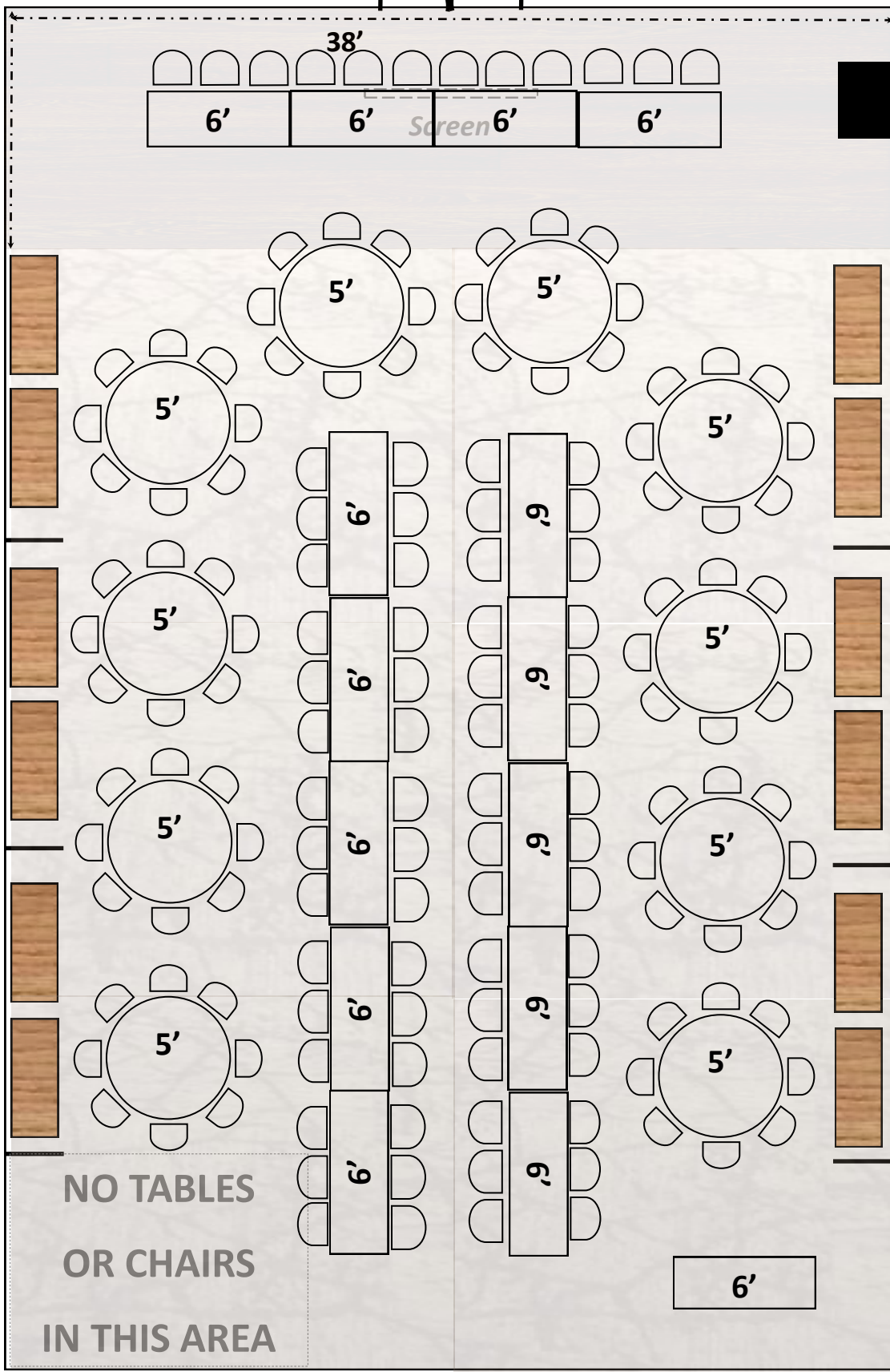
Do Not Move Benches.

Please label tables, e.g. Food, Head Table, Gifts, # of Chairs, etc.

Thompson Barn—Main Hall Reception 152

Do Not Move Benches.

60'



**10 Round Tables
80 Chairs**

**10 Rectangular
Tables
60 Chairs**

**Head Table
12 Chairs**

Beverage Table

**Head Table and
Chairs can be
removed after
the reception by
renter to make
room for the
dance.**

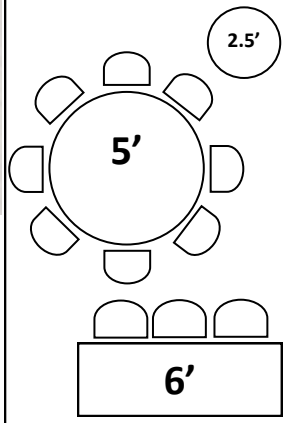
**NO TABLES
OR CHAIRS
IN THIS AREA**

Elevator

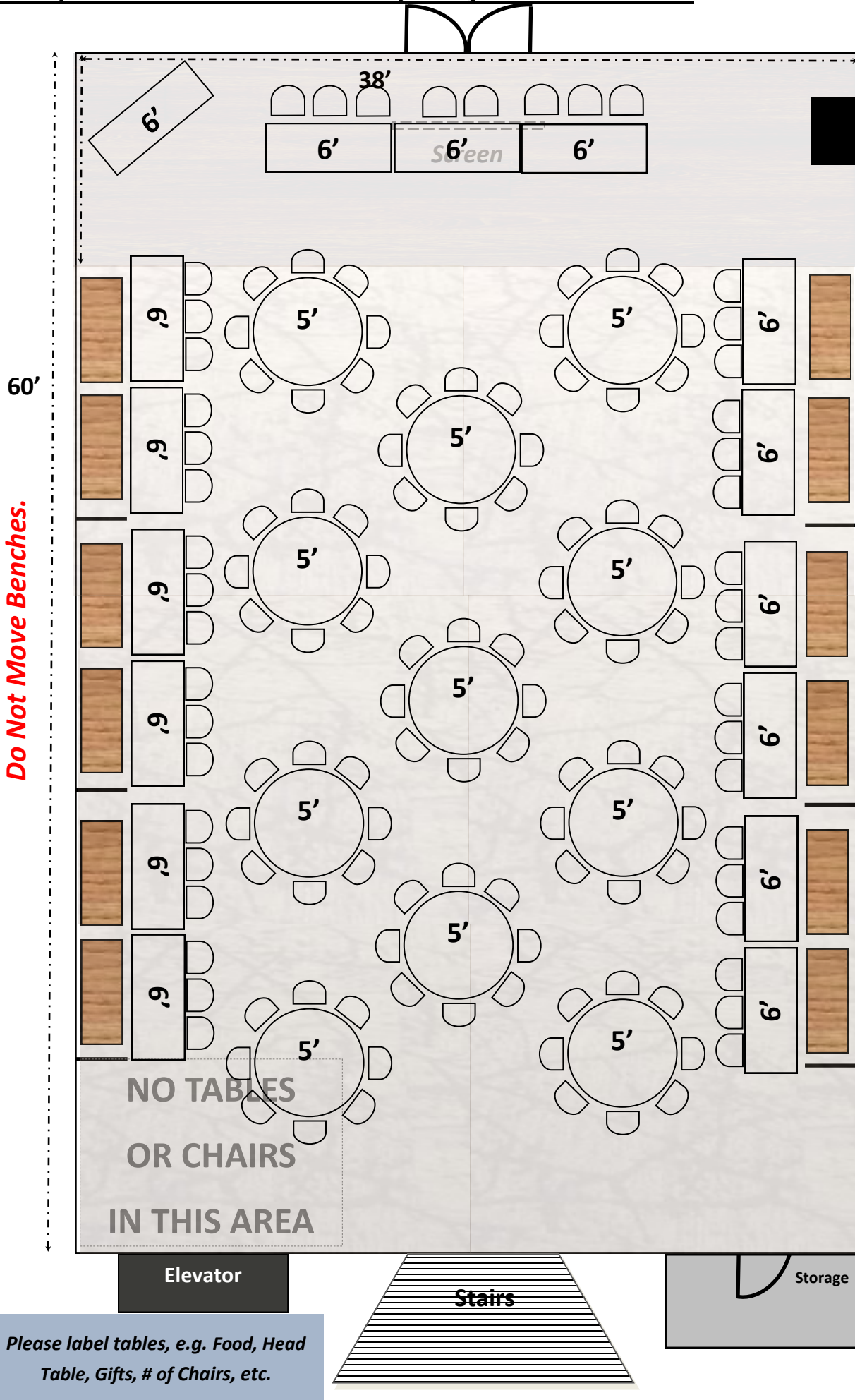
Stairs

Storage

**Please label tables, e.g. Food, Head
Table, Gifts, # of Chairs, etc.**



Thompson Barn—Main Hall Reception for Maximum 160



60'

Do Not Move Benches.

**11 Round Tables
88 Chairs**

**12 Rectangular
Tables
36 Chairs
36 Bench Seats**

**Head Table
8 Chairs**

Cake Table

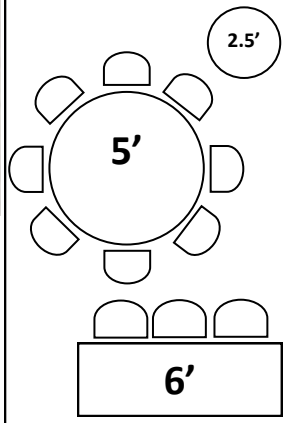
**NO TABLES
OR CHAIRS
IN THIS AREA**

Elevator

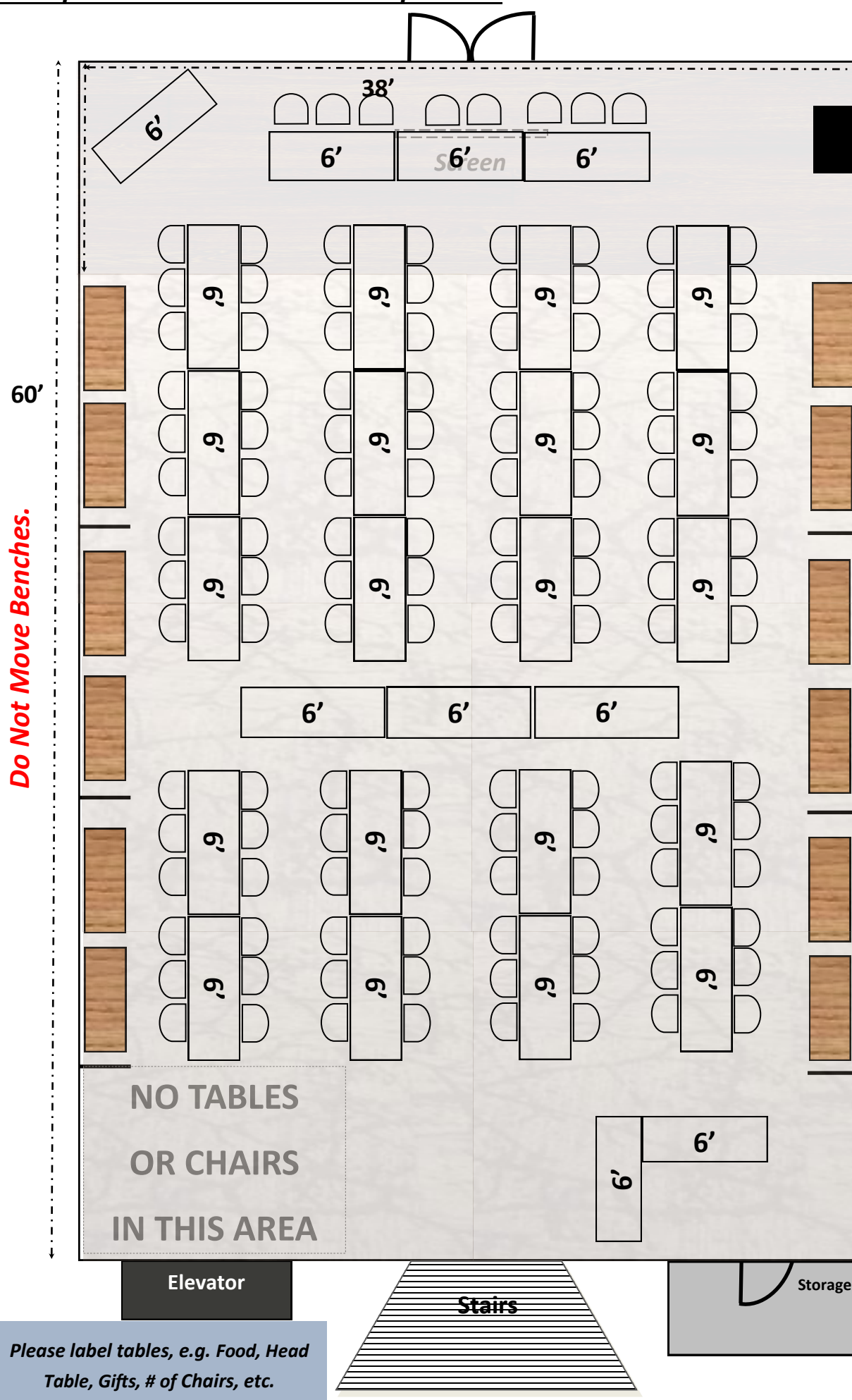
Stairs

Storage

Please label tables, e.g. Food, Head Table, Gifts, # of Chairs, etc.



Thompson Barn—Main Hall Banquet 128



**20 Rectangular
Tables**

120 Chairs

**Head Table
8 Chairs**

**Dessert Table
Buffet Tables
Beverage Tables**

60'

Do Not Move Benches.

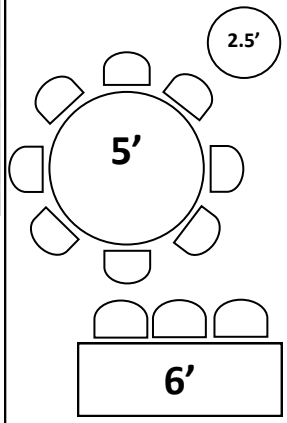
**NO TABLES
OR CHAIRS
IN THIS AREA**

Elevator

Stairs

Storage

**Please label tables, e.g. Food, Head
Table, Gifts, # of Chairs, etc.**



Thompson Barn—Main Hall Banquet 144

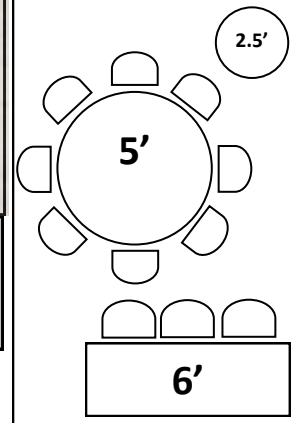
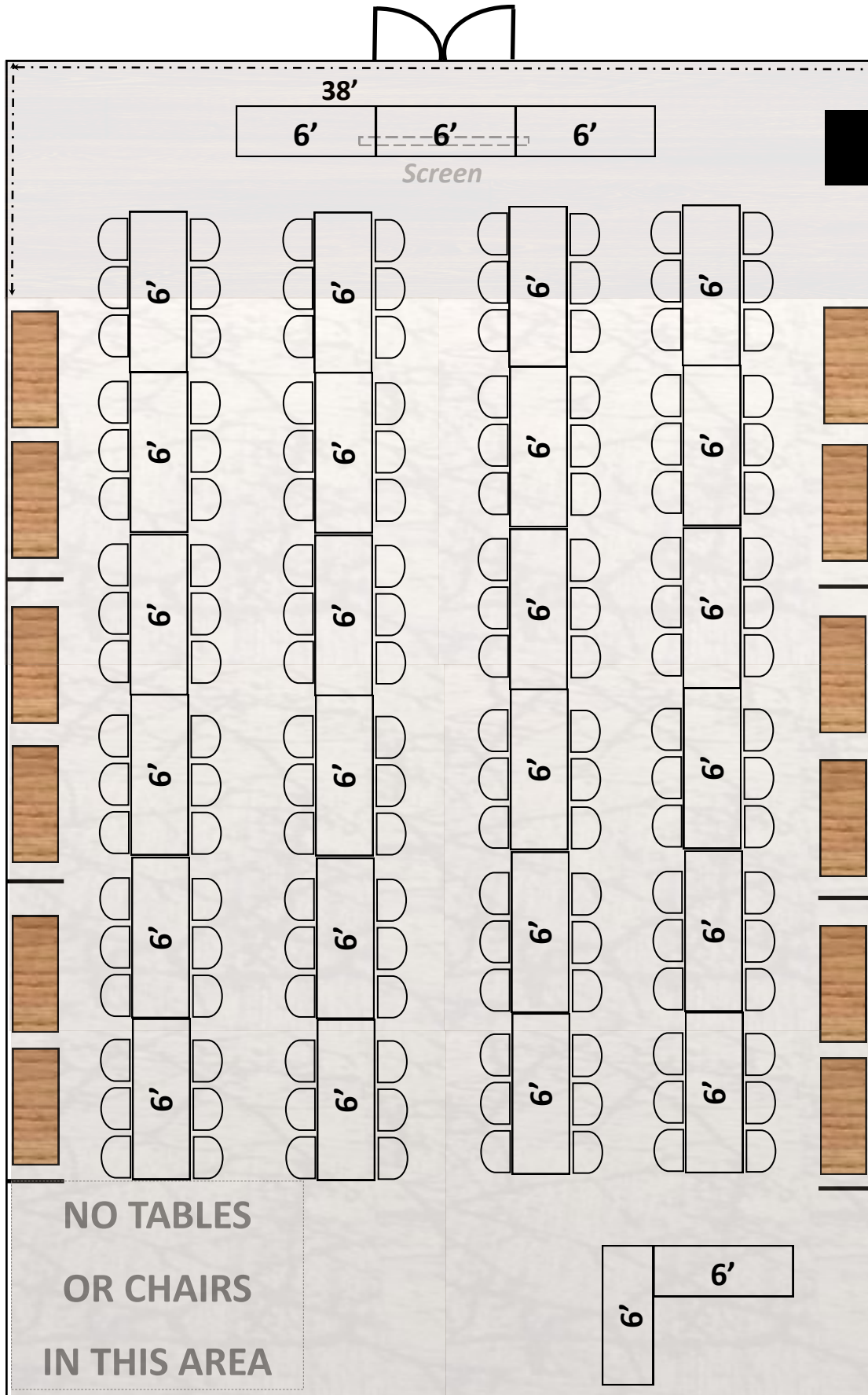
**24 Rectangular
Tables**

144 Chairs

**Buffet Tables
Beverage Tables**

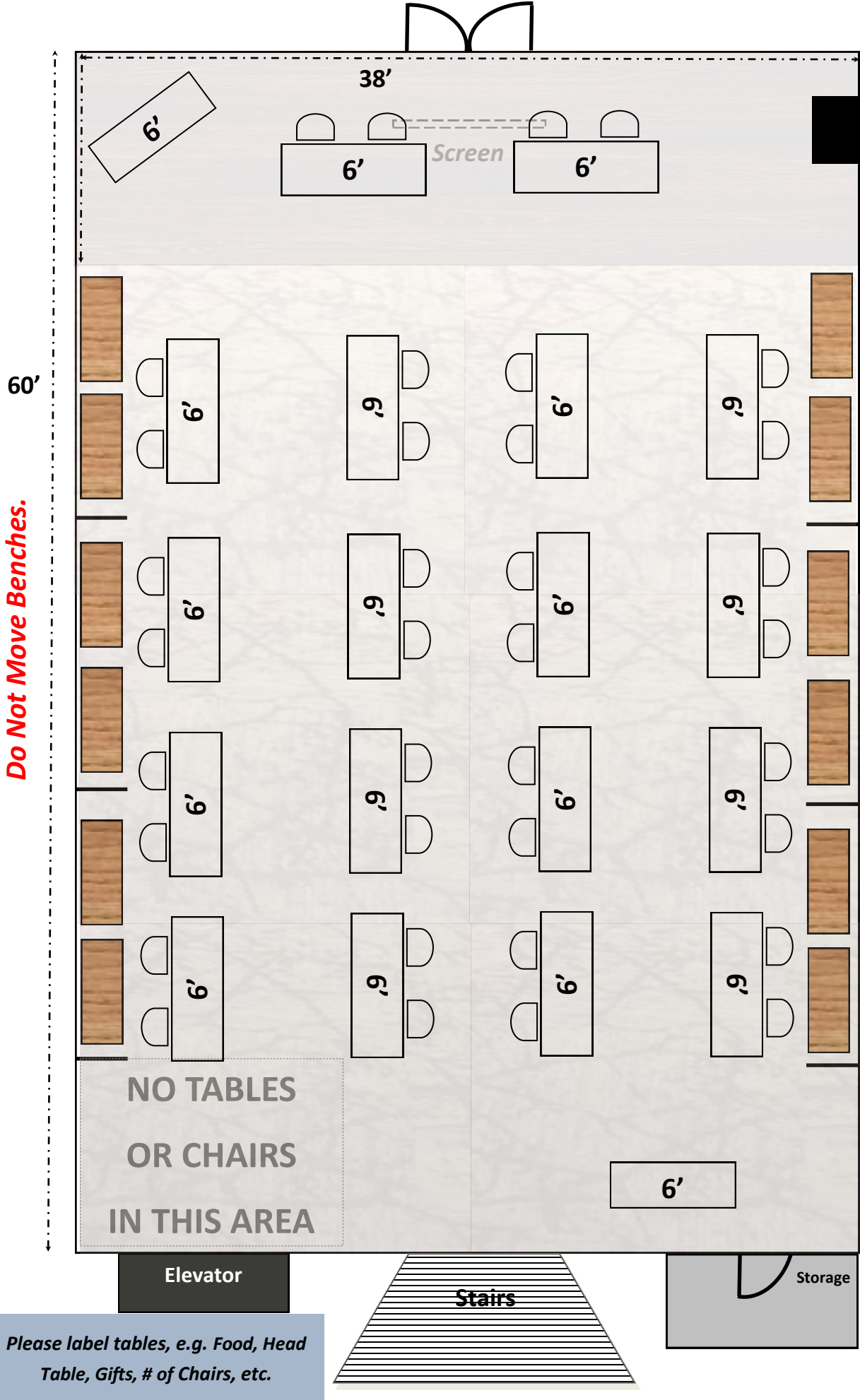
60'

Do Not Move Benches.



Please label tables, e.g. Food, Head Table, Gifts, # of Chairs, etc.

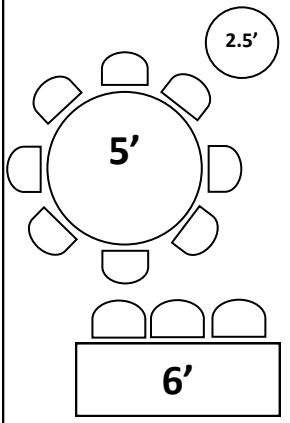
Thompson Barn—Main Hall—Trade Show



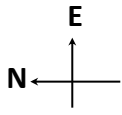
**18 Rectangular
Tables
36 Chairs**

**Refreshment
Tables**

**NO TABLES
OR CHAIRS
IN THIS AREA**



Lenexa Thompson Barn—Lower Level



Patio
(76' x 53')



Office

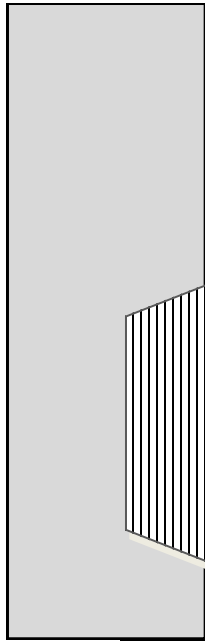


Lower Level can be used for ceremonies on the stairs, buffet tables, bar area, and overflow seating.

Ceremony:
50 chairs max

Overflow seating:
5 round tables
40 chairs

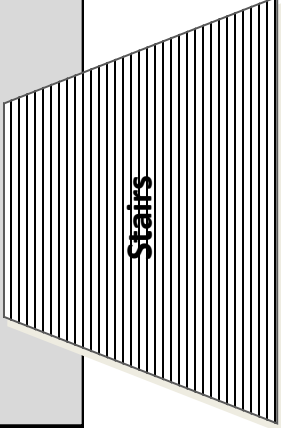
Warming Kitchen



Elevator



Stairs



28' 5"

15'

Steel wall

Restrooms

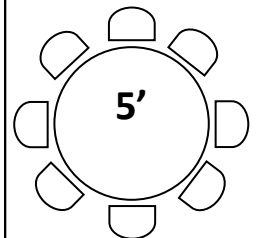
67'

● Columns

23' 6"

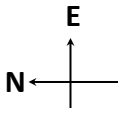


2.5'

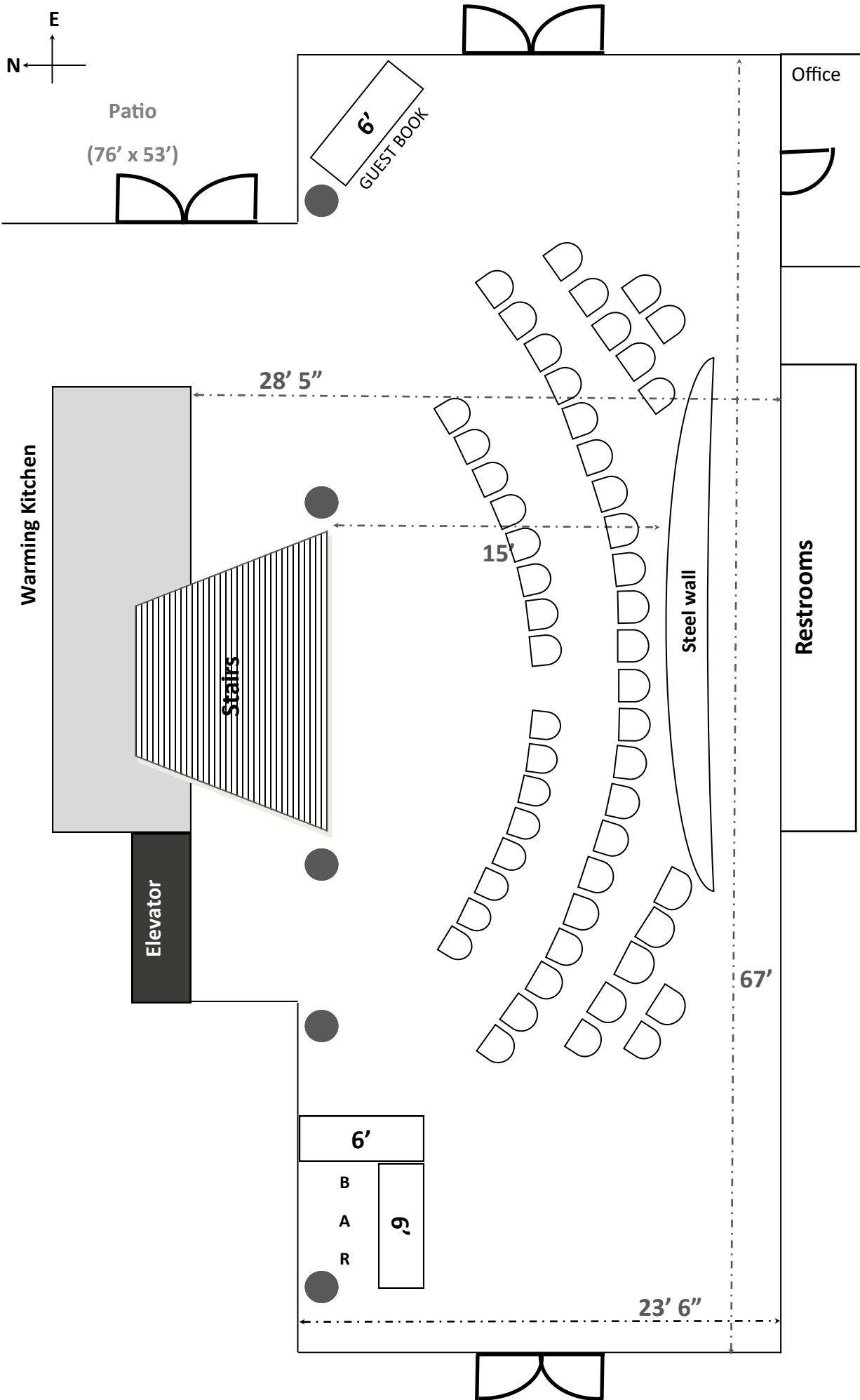


6'

Thompson Barn—Lower Level—Ceremony on Stairs



Patio
(76' x 53')

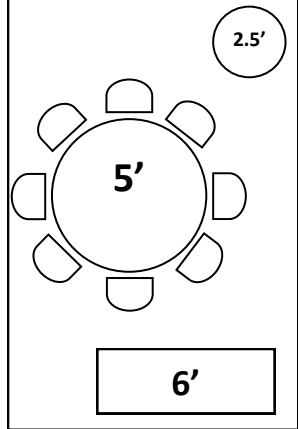


50 chairs max
Guest Book Table
Bar Tables

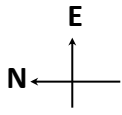
We will set up tables and chairs one time. You are responsible for flipping the room between ceremony and reception.



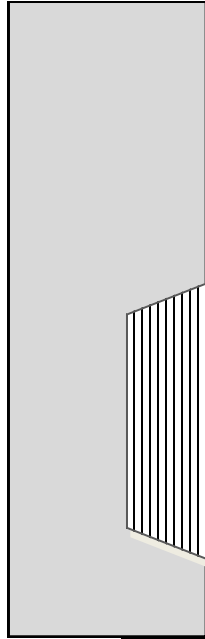
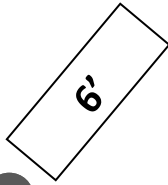
● Columns



Lenexa Thompson Barn—Lower Level Overflow and Bar



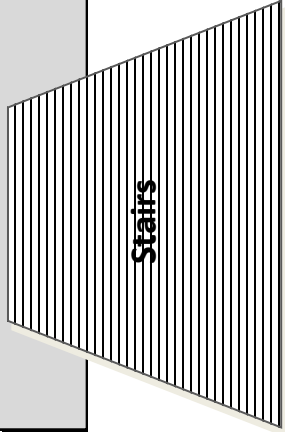
Patio
(76' x 53')



Warming Kitchen



Elevator



Stairs

28' 5"

15'

Steel wall

Restrooms

Office

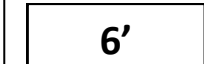


3 Round Tables
24 Chairs

Guestbook Table

Bar Tables

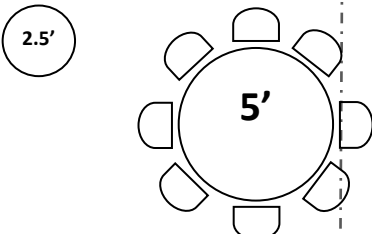
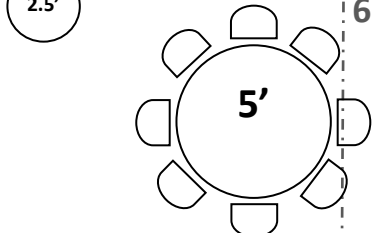
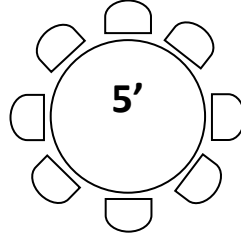
● Columns



2.5'

2.5'

2.5'

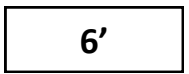
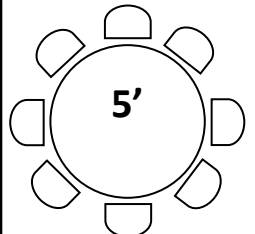


67'

23' 6"

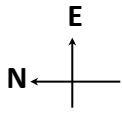


2.5'

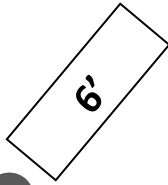


6'

Lenexa Thompson Barn—Lower Level Overflow



Patio
(76' x 53')



6'

Office

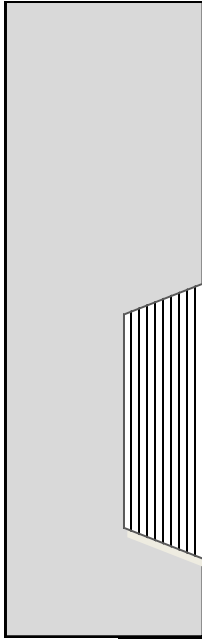


5 Round Tables
40 Chairs

Guestbook Table

Gift/Dessert
Tables

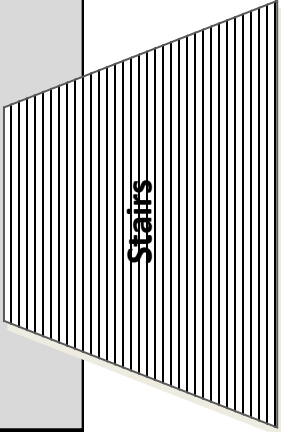
Warming Kitchen



Elevator

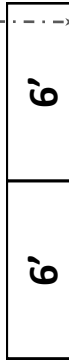


Stairs



28' 5"

15'



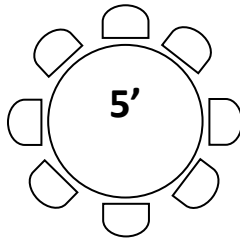
6'

6'

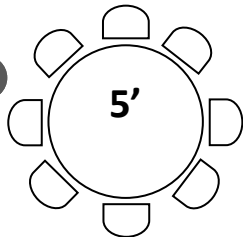
Steel wall

Restrooms

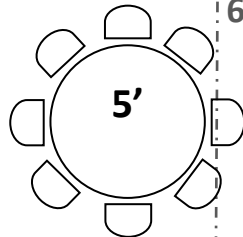
● Columns



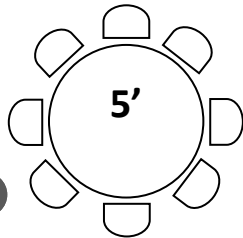
5'



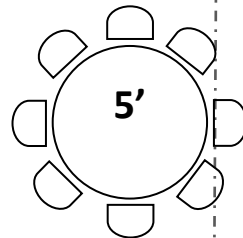
5'



5'



5'



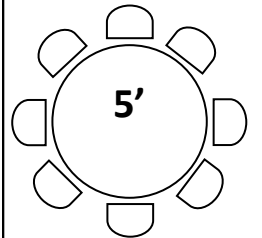
5'

67'

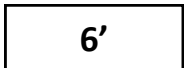
23' 6"



2.5'

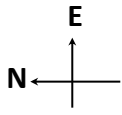


5'

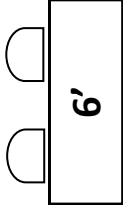


6'

Lenexa Thompson Barn—Lower Level Buffet



Patio
(76' x 53')



6'

Office

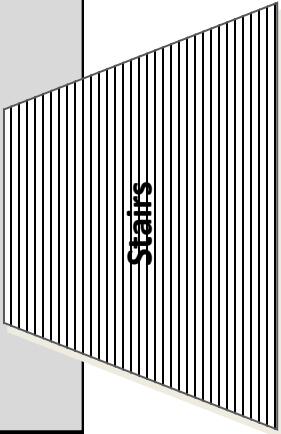
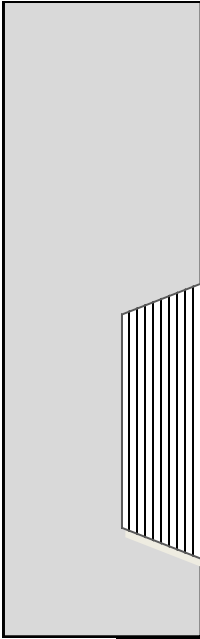


4 Rectangular
Tables

Check-in Table

28' 5"

Warming Kitchen



Stairs

Elevator



15'

Steel wall

Restrooms

● Columns



6'

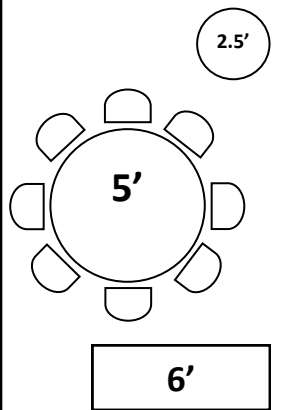
6'

6'

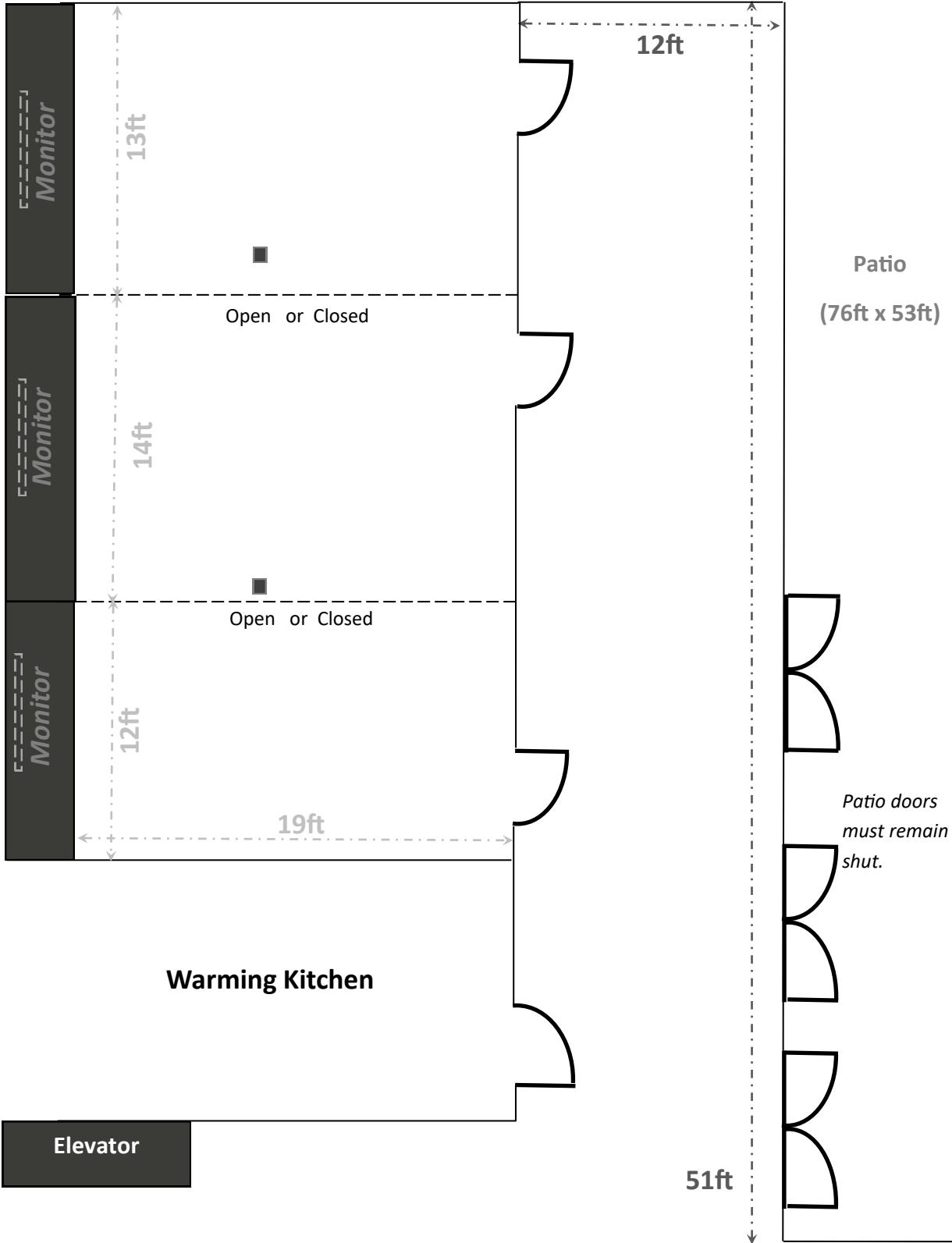
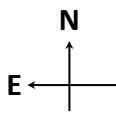
6'

67'

23' 6"



Thompson Barn—Meeting Rooms and Hallway



Setups vary depending on number of guests and tables /chairs needed in this space. Please visit with staff for options.

Up to 5 rectangular tables (U-shaped) per meeting room

Up to 2 round tables per meeting room

Up to 20 chairs only per meeting room

Specify if you want the meeting room wall open or closed.

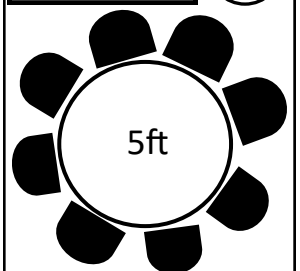
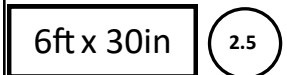
Ceremony: Patio
200 chairs max

***NOTE:** renter is responsible for setting up chairs/tables on patio and bringing them back inside.

***Please include an indoor setup option in case of inclement weather.**

Please specify if you are renting furniture from an outside vendor.

■ Columns



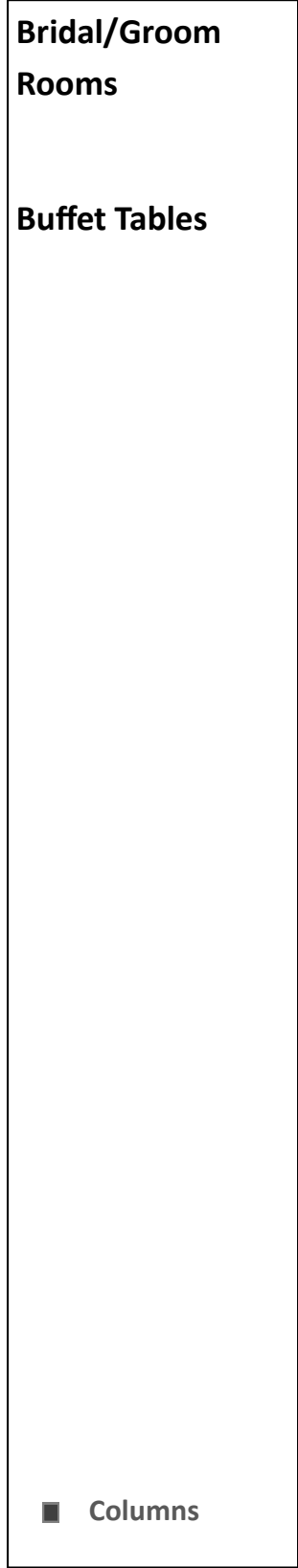
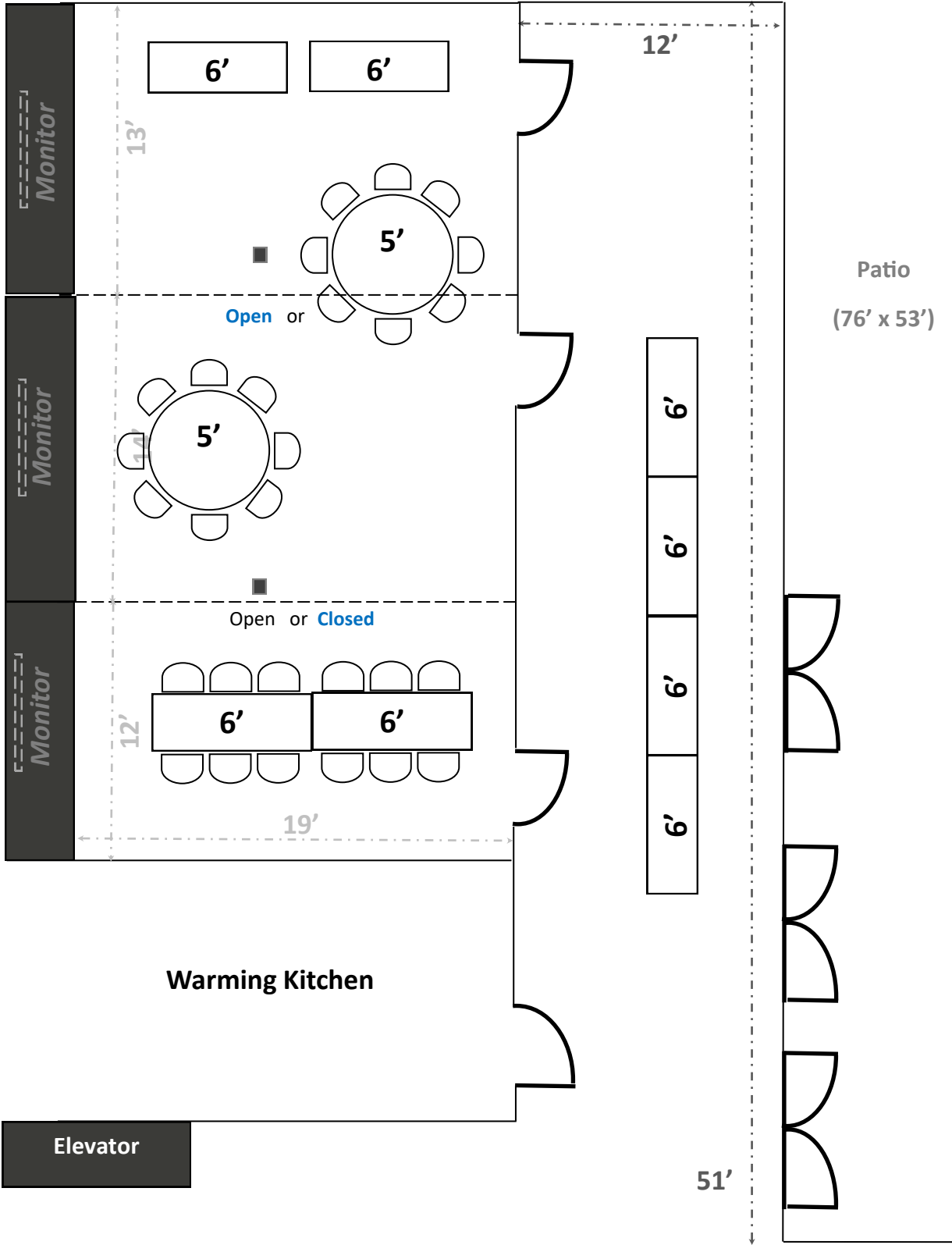
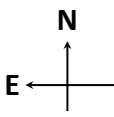
NOTE: If you are using Thompson Barn chairs or tables on the patio, enter the number you need:

#Chairs _____ **#Tables/Size** _____

Chairs / tables will be available on racks. Renter is responsible for setting up chairs/tables on patio and bringing them back inside.

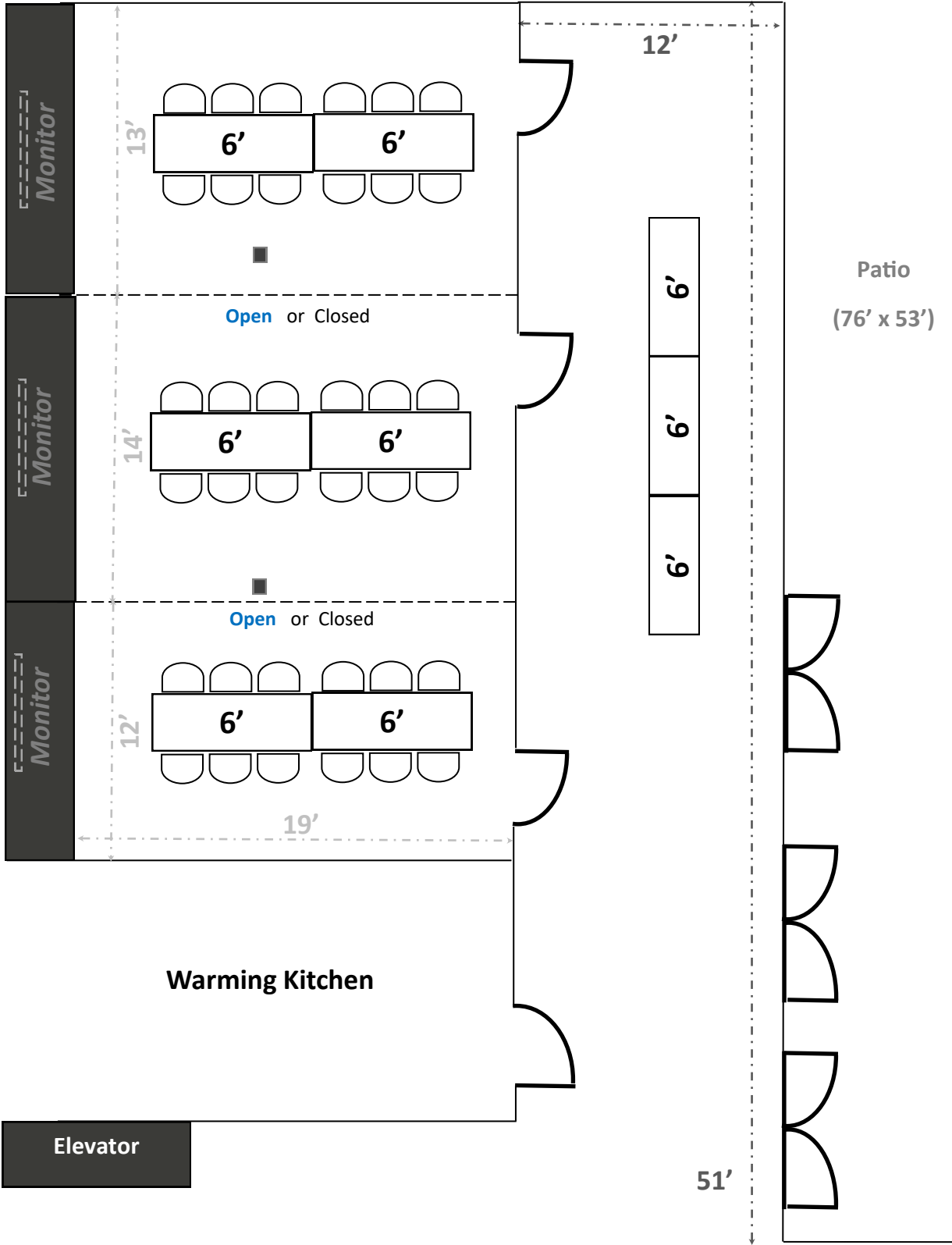
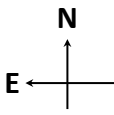
Please label tables, e.g. Food, Bar, Gifts, # of Chairs, etc.

Thompson Barn—Meeting Rooms - Changing Rooms



Please label tables, e.g. Food, Bar, Gifts, # of Chairs, etc.

Thompson Barn—Meeting Rooms—Conference



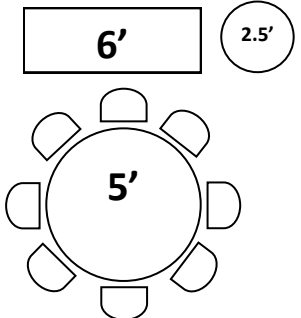
6 Rectangular Tables

36 Chairs

Buffet Tables

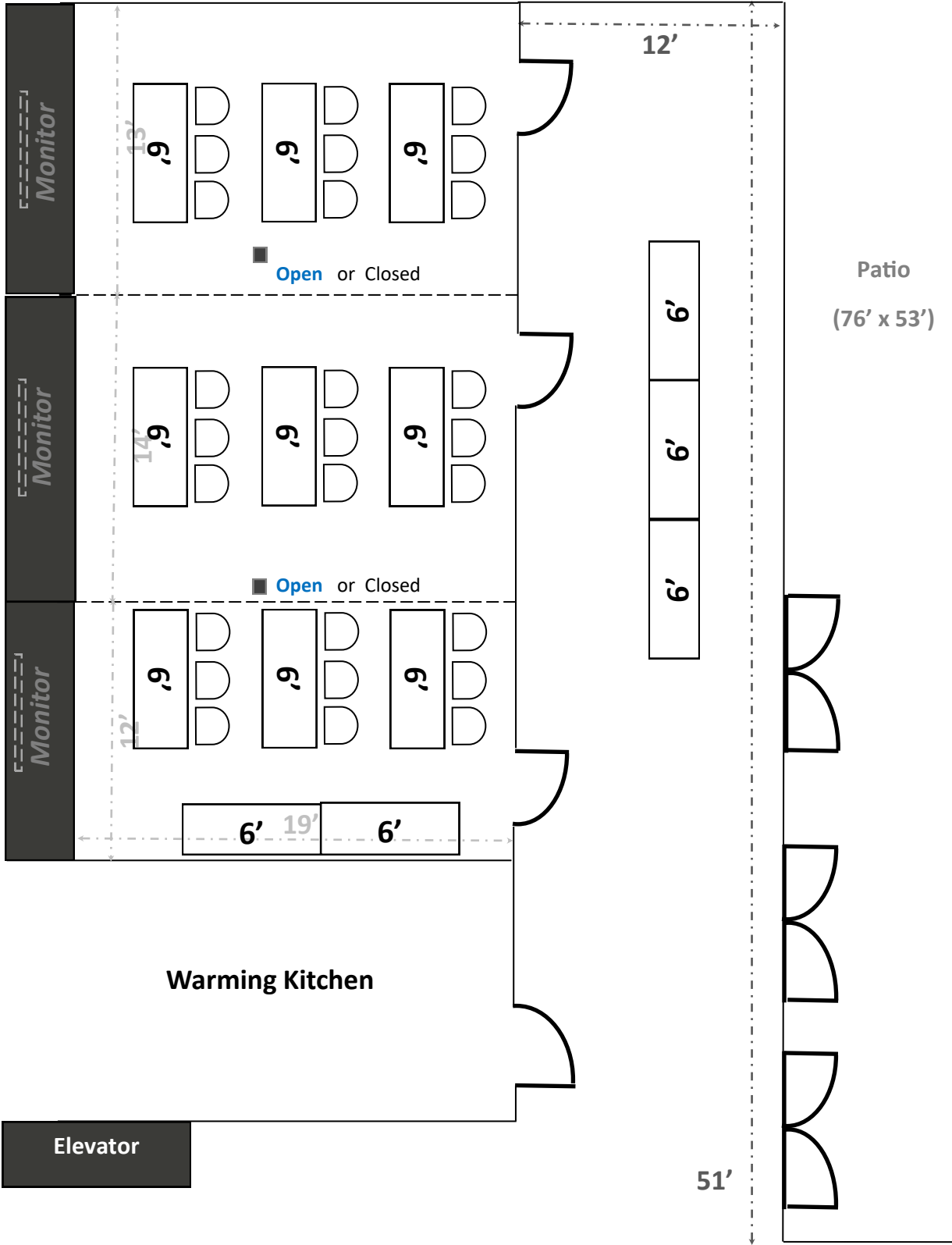
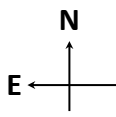
Patio
(76' x 53')

■ Columns

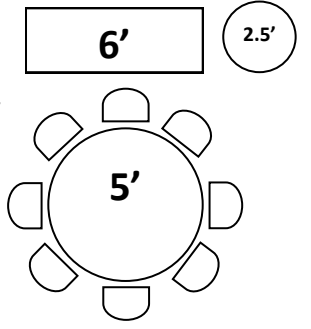


Please label tables, e.g. Food, Bar, Gifts, # of Chairs, etc.

Thompson Barn—Meeting Rooms—Classroom

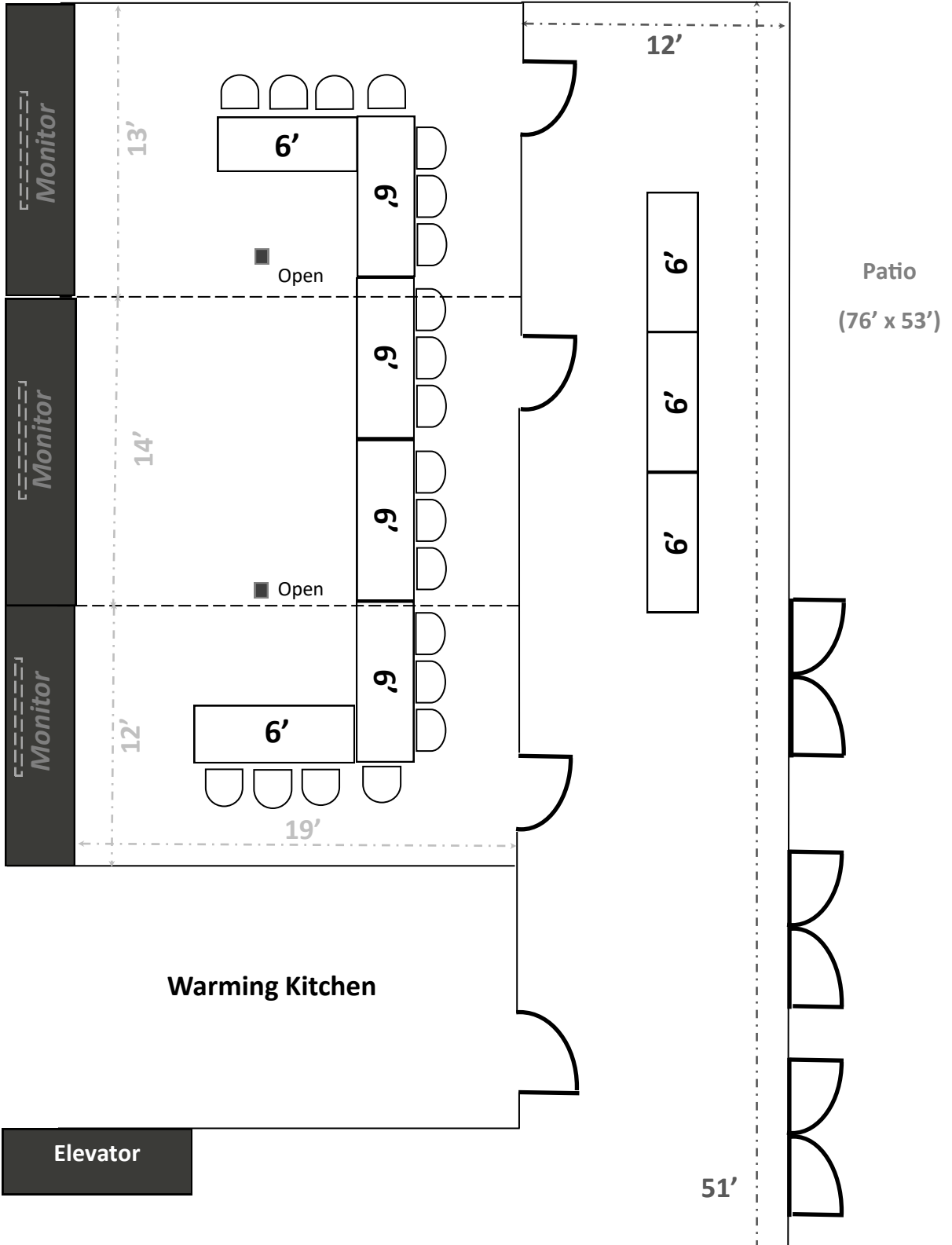
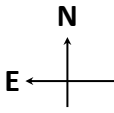


- 9 Rectangular Tables
 - 27 Chairs
 - Refreshment/Display Tables
 - Buffet Tables
- Patio (76' x 53')
- Columns

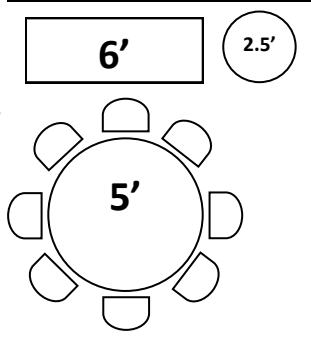


Please label tables, e.g. Food, Bar, Gifts, # of Chairs, etc.

Thompson Barn—Meeting Rooms—Classroom U Shape

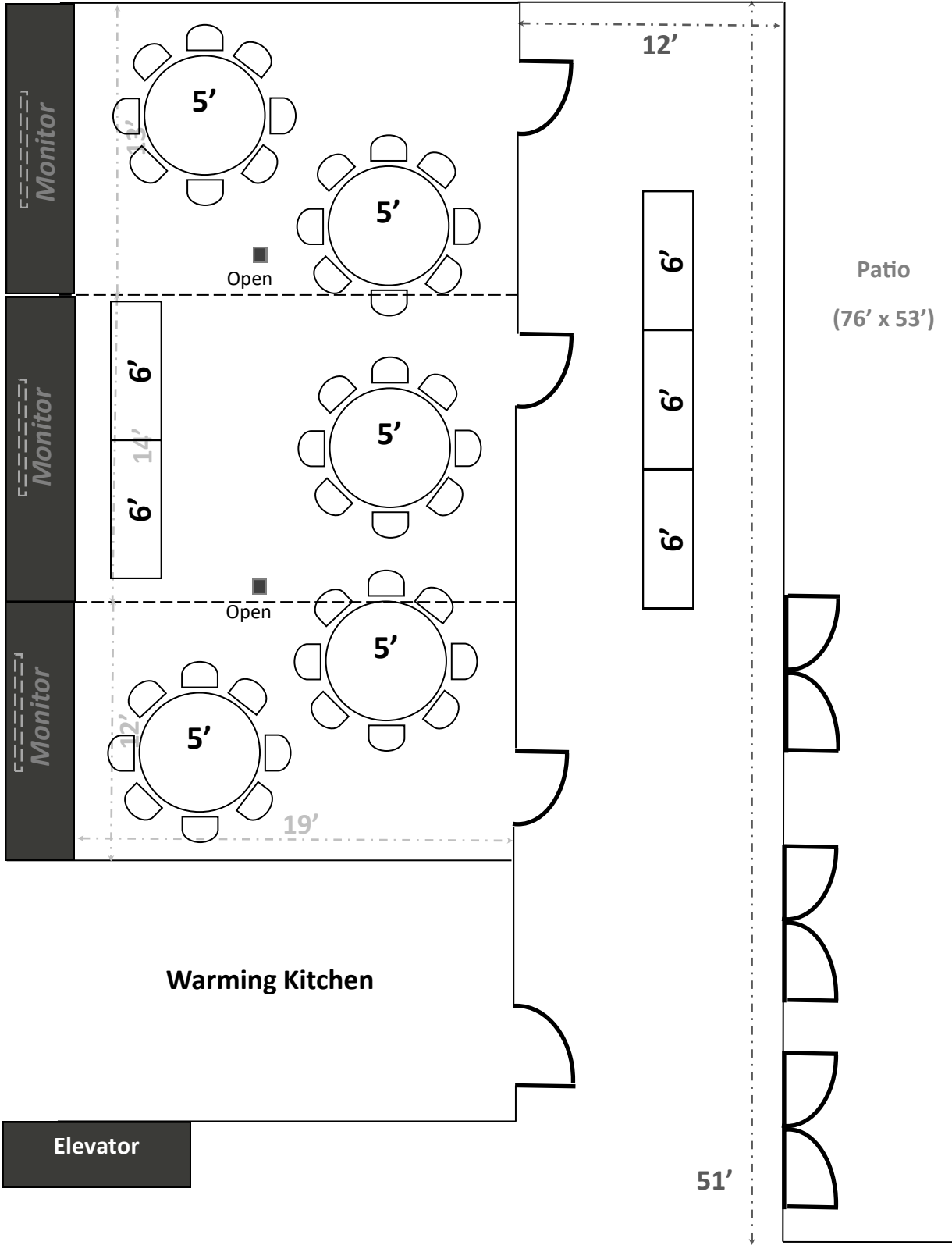
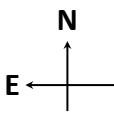


- 6 Rectangular Tables
- 22 Chairs
- Buffet Tables
- Columns

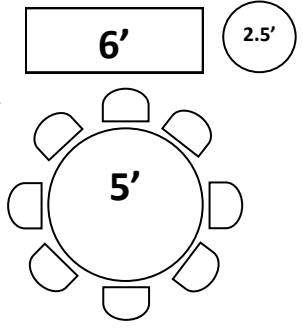


Please label tables, e.g. Food, Bar, Gifts, # of Chairs, etc.

Thompson Barn—Meeting Rooms—Party



- 5 Round Tables**
 - 40 Chairs**
 - Gift Tables**
 - Buffet Tables**
- Patio
(76' x 53')
- Columns



Please label tables, e.g. Food, Bar, Gifts, # of Chairs, etc.